Program Level Grievance Major Steps Checklist*

(Checklist to guide faculty and staff; grievance process may be undertaken if an academic issue cannot be resolved informally)

- Graduate Student Grievance form submitted to Director of Graduate Studies (DGS) or Chair of Department
- Director notifies school/college Associate Dean and Dean of Graduate School
- Consider jurisdiction and status of other university investigatory or review processes
- Officially accept grievance, strive to complete grievance process within 60 days
- Form Graduate Program Grievance Committee
  - Typically 2-4 members, not named in grievance
  - Faculty must hold regular Graduate Faculty Appointments
  - DGS serves as non-deciding advisory chair
- Distribute GSG form and materials to faculty named in grievance
- Faculty member named has opportunity to respond within 10 days
- Copy of response to student
- Share materials with committee, schedule hearing as soon as possible
  - Student and faculty members identified have separate opportunity to be heard
  - May be accompanied by one individual (attorney, advisor, friend, etc.)
  - Committee members will ask for summarization, ask for additional info, request clarification, etc.
- Committee should discuss, understand concerns, and suggest recommendations
  - Refer personnel recommendations to appropriate appointing authority
- Prepare draft report (consulting with University Counsel is encouraged)
- Distribute report to student and faculty member named, generally within 10 days of hearing
- If program level grievance does not satisfactorily resolve the issue, student may appeal to the Graduate School within 20 days

*Refer to full grievance process and procedures for detailed information. Contact the Graduate School at graduate.school@colorado.edu with questions.

Grievance and Appeal Checklist
March 2019
Graduate School Appeal of Grievance Major Steps Checklist*

( Checklist to guide faculty and staff; appeal process may be undertaken after program grievance, if issue is not resolved)

☐ Graduate Student Grievance form submitted to Graduate School (GS) with faculty responses, materials, and Graduate Program Grievance Committee report within 20 days

☐ GS check in with DGS of program to ensure all is complete

☐ Student may append additional info- share this with faculty named who again have the opportunity to respond

☐ Ensure program grievance is complete and consider jurisdiction and status of other university investigatory or review processes

☐ Officially accept grievance appeal, strive to complete appeal process within 90 days

☐ Notify student, faculty members, DGS/chair, college/school associate dean when appeal process is initiated

☐ Form Graduate Program Grievance Committee

- Four faculty members (outside student’s department) and one graduate student (UGGS rep, outside student’s department)

- Faculty must hold regular Graduate Faculty Appointments and have graduate student advising experience

- Dean serves as non-deciding advisory chair

☐ Share all materials with committee, schedule hearing as soon as possible

- Student and faculty members identified have separate opportunity to be heard

- May be accompanied by one individual (attorney, advisor, friend, etc.)

- Committee members will ask for summarization, ask for additional info, request clarification, etc.

☐ Committee should discuss, understand concerns, and suggest recommendations

- Refer personnel recommendations to appropriate appointing authority

- Prepare draft report (consulting with University Counsel is encouraged)

- Distribute report to student, faculty member named, DGS, chair, and school/college associate dean, generally within 20 days

*Refer to full grievance process and procedures for detailed information. Contact the Graduate School at graduate.school@colorado.edu with questions.

Grievance and Appeal Checklist
March 2019